

**ALAMEDA GOLF COMMISSION
MINUTES OF REGULAR MEETING**

Wednesday, November 18, 2009

1 CALL TO ORDER

Chair Jane Sullwold called the regular meeting to order at 6:30 p.m. at the Chuck Corica Golf Complex, Ladies Lounge, 1 Clubhouse Memorial Road, Alameda, CA 94502

1-A ROLL CALL

Present: Chair Jane Sullwold, Vice Chair Bill Schmitz, Commissioner Ray Gaul, Commissioner Betsy Gammell, Commissioner Bill Delaney and Commissioner Jeff Wood

Absent: None

Staff: John Vest, General Manager, and Matt Wisely, Superintendent

1-B APPROVAL OF MINUTES

The Commission unanimously adopted the minutes of the October 21, 2009 regular meeting.

1-C ADOPTION OF AGENDA

The Commission unanimously adopted the agenda.

2 ORAL COMMUNICATIONS

None

3 COMMISSION COMMUNICATIONS

Chair Sullwold stated that she had sent an email to Interim City Manager Ann Marie Gallant requesting that the Golf Commission be allowed to participate in the selection process for the long-term lease of the Golf Complex; Ms. Gallant's response was sent to all the Commission members. Bob Sullwold also sent an email to Ms. Gallant requesting information on the RFP process and her response was in the same email. Chair Sullwold advised that she, Ray Gaul and Bob Wood attended the meeting for prospective lessees on November 6, 2009. The meeting was very brief and uneventful.

4 AGENDA ITEMS

4-A Golf Complex Financial Report through October 2009

Bob Sullwold stated that the revenue for the Mif Albright is \$65,320 through the end of October. The estimate for expenses at the time the course reopened was \$50,000 for six months, an estimate that John Vest still thinks is pretty accurate, so it appears that revenues will exceed expenses. The bad news, however, is that both rounds and revenues on all three courses declined in October 2009, both compared to the previous month and compared to the same months in 2008. For the first four months of FY 2009/10, rounds on the Fry course were down 8.66%, Clark rounds were down 11.92%, and Mif rounds were down 21.04%, with an overall decline of 11.89%. Revenue for the period was also down, but not as much: 6% on the Fry course, 1.24% on the Clark and 3.58% on the Mif, for an overall total of 4.04%. Mr. Sullwold also stated that the Commission has yet to see the final figures from the City for FY 2008/09.

4-B Discussion re status of Request for Proposals for long-term lease of Golf Complex; appointment of Golf Commissioners to evaluation committee(s)

Chair Sullwold noted that Bob Sullwold's email to Ann Marie Gallant suggested that the RFP schedule was too compressed. Ms. Gallant responded that the schedule is in the City's control and if it is too tight, it can be amended. The responses are due tomorrow, November 19, 2009. The Golf Commission appointed Jane Sullwold and Bill Schmitz to represent the Golf Commission in the selection process, with Ray Gaul to serve as back-up.

4-C Consideration of a Memorial Bench program for the Golf Complex

John Vest stated that benches run from \$400 to \$600 apiece. Norma Arnerich stated that she would like the benches to be uniform on the golf course. John will do some more investigation and make a further report at next month's Golf Commission meeting.

4-D Election of Officers for 2010

Commissioner Gammell suggested that the Commission retain Jane Sullwold as the Chairperson. A motion was made, seconded and unanimously passed to keep the Commission the same for the next year, which is Jane Sullwold as Chair, Bill Schmitz as Vice Chair and Jeff Wood as Secretary.

5 ORAL REPORTS

5-A Golf Shop and Driving Range activities report by John Vest

John Vest reported that the policy of requiring monthly pass holders to sign the back of the pass, acknowledging the terms and conditions, has been working very well. In

October the twilight rate was moved to an earlier hour to increase play, but, unfortunately, it is normal for rounds to be down at this time of year. On Thanksgiving, there will be a 9:00 a.m. shotgun on the South course, with open play available on the North course. The last cart will be sold that day at 11:00 a.m., to allow staff to get home for turkey dinner. Forty-three cart batteries have been replaced to date, and we just received 27 more. Through November 18, the Mif Albright has done 615 rounds for a total revenue of a little over \$4,000, and a little over \$69,000 for year to date. John advised that inexpensive divot tools have been ordered, and will be given out for free to encourage guests to repair their ball marks. He also stated that Kemper Sports is conducting customer service training for all staff.

5-B Golf Complex Maintenance activities report by Matt Wisely

Matt Wisely stated that the maintenance crew has started cutting down the pampas grass, which he advised was the appropriate method of pruning for that plant. To date, over 800 golf balls were pulled out of the plants. He will be holding an "Application Fair" on Friday, November 20, as he has eight to ten maintenance jobs to fill, along with a mechanic position, by January 4, 2010. From 6:00 to 10:00 a.m., all interested candidates will come to the property and fill out an application. An arborist was out yesterday looking at the trees on the property. Work on the redwood tree behind the 18th green is complete. Matt will be working with the arborist to find out what kind of trees would flourish here. He has ordered some special ball mark repair tools for the maintenance staff along with 200 pounds of grain sand, so they can start repairing the greens. The staff will also working on clearing some clogged drains in the parking lot so that Norma's car doesn't flood again!

5-C Beautification Program and Junior Golf Club by Mrs. Norma Arnerich

Norma Arnerich stated that she has received a few donations for the beautification program in memory of deceased women golfers. She also stated that the Alameda Women's Golf Club has set money aside for beautifying the area around the historical bench by the shack on the Fry course, and hopes this task could be completed in the spring. The Alameda High School Girls Golf Team will be playing in the State Championship tomorrow at Poppy Hills.

5-D Golf Complex Restaurant Report, Jim's on the Course

Dimitri had nothing to report, but requested feedback from the Commission.

6. COMMISSIONERS' REPORTS

6-A Marketing and Promotions, Commissioner Gammell

None

**6-B Maintenance, Buildings, Security, Albright Course and Driving Range,
Secretary Wood**

None

7. ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Bob Sullwold reported that Marie Gilmore announced her intention to run for Mayor.

8. OLD BUSINESS

None

9. WRITTEN COMMUNICATIONS

Included in the Commission packet was a memorandum to the Finance Department showing a surcharge payment for November 2009 of \$10,184. The year-to-date total to the General Fund is \$60,301 for FY 2009/10.

10. ITEMS FOR NEXT MEETING'S AGENDA

- Update on Golf Complex finances
- Status Report on RFP
- Consideration of a Memorial Bench program for the Golf Complex
- Repayment of \$300,000 loan (Ann Marie Gallant will be invited to attend)

11. ANNOUNCEMENTS/ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

The agenda for the meeting was posted 72 hours in advance in accordance with the Brown Act.